

ATTENTION!
LEGAL REQUIREMENTS ACCORDING TO THE DISTRICT LAW IC 14 - 32
DISTRICT ANNUAL MEETING
ELECTION AND APPOINTMENT OF SUPERVISORS

ANNUAL MEETING: IC 14 – 32 – 4

Sec. 6. (a) During the first quarter of each calendar year, each district shall hold an annual meeting of all land occupiers in the district. The meeting shall be held on a date designated by the supervisors. The supervisors shall give due notice of the time and place of the meeting.

IC 14 – 8 – 2 – 80 “Due notice,” for purposes of IC 14-32, means a notice given through publication at least two (2) times, with an interval of at least six (6) days between the two (2) publication dates, in a newspaper or other publication of general circulation within the appropriate area.

IC 14 – 32 – 8 – 24 “board” has the following meaning: (2) for purposes of IC 14 – 32, the soil conservation board established by IC 14 – 32 – 2 – 1.

► The **ELECTION COMMITTEE APPOINTMENT FORM** should be e-mailed by **NOVEMBER 1**, to your District Support Specialist. **Please visit the following website to access contact information for your DSS:**
<http://www.in.gov/isda/files/dssmap.pdf>

APPOINTMENT OF SUPERVISORS: IC 14 – 32 – 4

Sec. 10. (a) The term of an appointed supervisor is three (3) years.

(b) Before the term of an appointed supervisor expires, the supervisor’s position shall be filled as follows:

(1) Not later than November 1, the district supervisors shall recommend to the board in writing one (1) or more individuals qualified to fill the position.

(2) At the first board meeting held after the board receives a recommendation under subdivision (1), the board shall act upon the recommendation.

(3) The board shall notify the supervisors of the appointment made by the board.

If an appointed position vacancy exists, conservation leaders within the county should agree on the person to be recommended to fill this vacancy. The Division requires the enclosed form, **Recommendation for Supervisor Appointment**, to be completed and signed by at least three regular supervisors. The person being recommended for appointment or reappointment should fill out and sign the **Qualifications and Experience** information on the back.

► The recommendation for appointment or reappointment for the appointed position shall be made by the district supervisors for the **State Soil Conservation Board**, by **NOVEMBER 1**, and e-mailed to your District Support Specialist. **Please visit the following website to access contact information for your DSS:** **<http://www.in.gov/isda/files/dssmap.pdf>**

ELECTION COMMITTEE: IC 14 – 32 – 4

Sec. 7. (a) The election held at the annual meeting of land occupiers shall be conducted by an election committee appointed under this section.

(b) In October, the district chairman shall do the following:

(1) Appoint an election committee made up of a supervisor as chairman and two (2) interested citizens.

(2) Submit the names of the committee members to the board by November 1.

ELECTION OF SUPERVISORS: IC 14 – 32 – 4

Sec. 8. (a) The election committee appointed under section 7 of this chapter shall do the following:

- (1) Select qualified individuals as prospective nominees to fill any vacancies that exist among the elected supervisors of the district.*
- (2) Contact and ascertain the willingness and ability of each individual to serve if elected.*
- (3) Submit the list of nominees with the qualifications for certification and printing of a ballot to the board by December 1.*
- (4) Place the names of the prospective nominees selected under subdivisions (1) and (2) in nomination at the meeting and provide an opportunity for additional nominations to be made from the floor.*
- (5) After nominations are closed, distribute a ballot to each land occupier present at the meeting.*
- (6) Collect and count the ballots after each land occupier present at the meeting has had an opportunity to vote.*
- (7) Report the results of the election to the chairman.*
- (b) The number of prospective nominees selected under subsection (a) (1) must exceed the number of vacancies that exist among the elected supervisors of the district by at least one (1).*

‣ Submit the list of nominees with the qualifications for certification on the **NOMINEES FOR SUPERVISOR ELECTION FORM**, **by DECEMBER 1**.

NOTE: DISTRICTS FAILING TO SUBMIT THE NOMINEES FOR SUPERVISOR ELECTION FORM BY DECEMBER 1, WILL BE INELIGIBLE BY LAW, TO HOLD AN ELECTION AT THEIR ANNUAL MEETING.

The BALLOT, CERTIFICATION OF ELECTION, and OATH OF OFFICE forms will be provided for use at the annual meeting. It is the Districts' responsibility to customize these forms for the election.

Collect and count the ballots and report the results to the district chairman.

The Election Committee should complete and submit the Certification of Election form to the State Soil Conservation Board. This form certifies the election results and that legal procedure was followed. All forms should remain on file at your local SWCD office. Also, any other vacancy of an elected position should be filled for the unexpired term. See the District Operations Manual for further information.